

**SAMPLE WORK STATEMENT**  
**(For RFQ Purposes Only)**

**1.002 BACKGROUND/PROBLEM STATEMENT**

The Michigan Department of Environmental Quality (MDEQ) periodically must take actions necessary to abate acute risks at sites of environmental contamination in order to protect public health, safety and welfare, and the environment. Follow-up actions may include limited investigation to properly assess risks and to delineate wastes that must be removed and disposed.

Occasionally, hazardous and non-hazardous waste materials are found at abandoned facilities, or on undeveloped lands, in the state which require the same waste management services.

These actions and activities may generate small quantities of both hazardous and non-hazardous waste materials which require characterization, packaging, temporary storage, transportation, and disposal. Some of the waste materials managed under this contract are wastes which normally cannot be disposed of at local landfills for various reasons. This group of problem wastes includes, but is not limited to, such items as asbestos, PCBs, liquid industrial waste, rubber tires, fuel tanks, transformers, waste oil, pesticides, lead-acid batteries, and laboratory wastes.

**1.100 SAMPLE SCOPE OF WORK AND DELIVERABLES**

The primary objective of this contract is to allow the MDEQ the ability to expedite risk abatement actions by contracting directly with qualified firms who can provide the requested services in a timely fashion, including, but necessarily limited to;

Over-packing and disposal of abandoned drums, site inspection, licensed land surveying, limited engineering, consulting (including qualified underground storage tank consulting {QC}), drafting, computer aided design (CAD), environmental sample collection, waste and/or debris removal and disposal, underground and aboveground storage tank removal, free product recovery, etc.

These services will provide MDEQ staff:

1. Access to professional and technical staff with expertise in the various areas as mentioned above, who will perform activities required to protect the public health, safety and welfare, and the environment.
2. Assistance of professional and technical firms to develop work plans and/or implement activities necessary to achieve site specific project goals.
3. Waste management and other services, which ensure the proper characterization, packaging, transportation, temporary storage and disposal of hazardous and non-hazardous waste materials.

### 1.101 **IN SCOPE**

The Contractor shall provide the necessary professional and technical consulting services as requested by MDEQ project manager (upon delegation of the Contract Compliance Inspector).

Actions the contractor may be required to perform include, but are not necessarily limited to, the following tasks:

- Over-packing and properly disposing of abandoned drums,
- Sample collection by direct means, hand auger, surface water, drinking water, sewers, sumps, drums, etc.,
- Sample collection by indirect means, i.e. through the use of geoprobe sampling, drilling services using hollow-stem augers, etc.,
- Demolition of small buildings and/or structures to allow access to contaminated media so it can be properly characterized, treated, and/or removed and disposed,
- Removal and proper disposal of asbestos and/or lead based paint,
- Removal and proper disposal of underground and/or above ground storage tank systems, including piping and associated appurtenances,
- Limited free product recovery and disposal,
- Licensed land surveys.

The Contractor shall, when requested, confer with MDEQ project manager(s) to provide information, advice, pricing estimates, and written recommendations of facility specific work to be undertaken.

The Contractor shall have on staff and make available to MDEQ all required personnel to meet the objectives of the stated work, including personnel with experience and expertise to maintain compliance with the codes, regulations, standards, etc., listed below, but not necessarily limited to this list, and will assure proper personnel are available to meet all requirements of each project objective, including, as applicable, a regulatory compliance specialist and/or other personnel with a college degree in a physical or biological science with not less than five years of professional experience in waste management regulatory compliance or a minimum of 15 years of experience in the waste management business.

Personnel must have work experience under the following State Statutes relevant to the scope of work for the project:

- 1) The Natural Resources & Environmental Protection Act, 1994, PA 451, as amended (Act 451),
  - a) Part 17, Michigan Environmental Protection Act;
  - b) Part 31, Water Resources Protection;
  - c) Part 55, Air Pollution Control;
  - d) Part 91, Soil Erosion and Sedimentation Control;
  - e) Part 111, Hazardous Waste Management;
  - f) Part 121, Liquid Industrial Wastes;
  - g) Part 115, Solid Waste Management;
  - h) Part 169, Scrap Tires;

- i) Part 167, Used Oil Recycling;
  - j) Part 147, PCB Compounds;
  - k) Part 201, Environmental Remediation;
  - l) Part 211, Underground Storage Tanks;
  - m) Part 213, Leaking Underground Storage Tanks;
  - n) Part 215, Refined Petroleum Fund.
- 2) Act 207 of the Public Acts of 1941, as amended, Storage and Handling of Flammable and Combustible Liquids
- 3) Toxic Substances Control Act (TSCA) of 1976
- 4) Resource Conservation and Recovery Act 42 U.S.C. s/s 6901 et seq. (1976)
- 5) Hazardous Materials Transportation Act of 1975 (HMTA) as amended
- 6) National Emission Standards for Hazardous Air Pollutants (NESHAP)
- 7) Occupational Safety and Health Act of 1970

The Contractor shall comply with all State, Federal and local rules, ordinances and the latest edition of regulations relating to buildings, employment, the preservation of public health and safety, and so forth. Notify area utility companies before beginning work, in accordance with state and local regulations. All necessary permits or certificates of inspection shall be paid for and obtained by the Contractor.

All applicable federal, state and local laws, ordinances, rules and regulations are deemed to be included herein the same as though written in full. The Contractor shall comply with all authorities having jurisdiction over the work.

### **1.3 PROJECT PLAN**

#### **1.301 Project Plan**

- a. The Contractor will carry out this project under the direction and control of the MDEQ.
- b. Although there will be continuous liaison with the Contractor team, the client agency's project director will meet quarterly as a minimum, with the Contractor's project manager for the purpose of reviewing progress and providing necessary guidance to the Contractor in solving problems which arise.
- c. The Contractor will submit brief written quarterly summaries of progress which outline the work accomplished during the reporting period; problems, real or anticipated, which should be brought to the attention of the client agency's project director; and notification of any significant deviation from previously agreed-upon work plans. A copy of this report will be forwarded to the named buyer in Acquisition Services.
- d. Within five (5) working days of the award of the Contract, the Contractor will submit a work plan to the MDEQ project director for final approval. This work

plan must be in agreement with section IV-C subsection 2 as proposed by the bidder and accepted by the State for Contract, and must include the following:

- 1) The Contractor's project organizational structure.
- 2) The Contractor's staffing table with names and title of personnel assigned to the project. This must be in agreement with staffing of accepted proposal. Necessary substitutions due to change of employment status and other unforeseen circumstances may only be made with prior approval of the State.
- 3) The project breakdown showing sub-projects, activities and tasks, and resources required and allocated to each.
- 4) The time-phased plan in the form of a graphic display, showing each event, task, and decision point in your work plan.

#### **1.302      REPORTS**

The Contractor shall provide professional, concise and informative reports. They are to include, but are not limited to: project background and setting, copies of raw data analyses, summary tables, description of field methods, recommendations for future work, data relevance to statutory limits, discussion of findings, problems encountered, copies of field book pages, graphic depictions of data distribution on facility maps (AutoCAD). The Contractor shall consult with the MDEQ project manager on the number of report copies required (up to 4 and one of which may be in electronic format).